



ATHLETIC FIELD RESERVATION APPLICATION

This is **not** a permit nor does it guarantee a permit will be issued.
Only one application per organization will be processed per season.

Organization Information

Primary Contact: _____ Position/Title: _____

Name of Organization: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Additional Contact _____ Contact Phone: _____

Number of Mountain View Residents in Organization: _____

Number of *NON*-Mountain View Residents in Organization: _____

Type of Organization: (please check one for each line)

☐ Youth ☐ Adult

☐ Baseball ☐ Softball ☐ Soccer ☐ Football ☐ Volleyball ☐ Other _____

Field Requested	Day	Start Date	End Date	Start Time	End Time	Estimated # of people per use

For more space, please attach additional pages with the same request format.

Please attach to the Field Reservation Application

- ☐ Participant Roster
- ☐ Certificate of Insurance with City of Mountain View listed as additional insured.
- ☐ Board contact list or additional contact person(s).

**Applications can be mailed, faxed or dropped off at the Mountain View Community Center
between 8:30 am and 5:00 pm Monday through Friday.**

Athletic Field Reservations
201 S. Rengstorff Ave
P.O. Box 7540
Mountain View, CA 94039-7540

Phone: 650-903-6331
Fax: 650- 962-1069

FOR RECREATION STAFF USE ONLY

Date Received _____ Initials _____ Priority Assigned _____



ATHLETIC FIELD RESERVATION INFORMATION

Applications for athletic field rentals are accepted two times a year for priority consideration. Applications will also be accepted year round and must be submitted at least two weeks prior to the event date(s). These applications will not be considered for priority assignments if submitted after the deadline. All applications should be sent to the Mountain View Recreation Division, **Attn: Athletic Field Reservations, 201 S. Rengstorff Avenue, P.O. Box 7540, Mountain View, CA 94039-7540. Or faxed to: (650) 962-1069.** Postmarks and faxes received after 5:00pm on the deadline will not be accepted for priority consideration.

Deadlines:

Season	Dates	Rental Application Deadline
Spring/Summer	March 1 st – July 31 st	December 31 st
Fall/Winter	August 1 st – December 15 th	June 30 th
Rolling Requests (non-priority)	March 1 st – December 15 th	Two weeks prior to event start date
Turf Recovery Period (no rentals)	Mid December- February	

As outlined in City Council Policy No. H-7 for Athletic Field Use, first priority will be assigned to City-sponsored or school district leagues/activities. Second Priority will be granted to Mountain View Youth Sports Organizations and Mountain View Residents followed by Mountain View businesses and then all other groups. Groups will also be required to provide Liability insurance with City of Mountain View listed as an additional insured in order to receive a permit. Commercial activities for private profit except when approved by the city managers in conjunction with a city-sponsored events are prohibited by City Code 38.

Fees:

Organizations	McKelvey, Crittenden, Callahan: <u>Without lights</u>	McKelvey, Crittenden, Callahan: <u>With lights</u> , Graham Synthetic Field**	All Other Fields/Parks*
Youth	\$1.00/hour	\$1.00/hour	\$1.00/hour
Adult	\$27.75/hour	\$55.25/hour	\$35.25/day

- Monta Loma, Slater, Stevenson, Whisman, Bubb, Castro, Cooper, Eagle, Graham, Huff, Landels, McKelvey (sm), Sylvan
- Graham Synthetic Field requires a \$535 deposit for each use.

Maintenance:

Groups renting the athletic fields are responsible for prepping their own field and making sure the facilities and fields are litter-free at the end of each use. The City reserves the right to revoke any permit if the field has been abused or is not free from litter. All fields are subject to closure at anytime for maintenance and recovery. For more information, please refer to the City Council Policy No. H-7 or contact the Community Center by phone at (650) 903-6331.